

St Stephen's Church - Bishop Allenby Hall

Fire Safety & Emergency Evacuation Procedure

RESPONSIBILITIES & AIMS:

All Users of the Hall shall do so with regard to the safety of themselves and others and, should there be any emergency, that all occupants might evacuate the Hall in a safe and orderly manner without harm to themselves or others.

THE BUILDING (*see building plan drawing*):

The Main Entrance (South Door) is one of the three Fire Exits.

The others, North Door and West Door, are fitted with crash bars to enable quick exit.

NB The West Door requires the roller-shutter to be lifted / dropped on entry / exit by each Hall User.

NNB On exiting the North and West Doors turn left and use the gate on the SW corner.

SMOKING / VAPING & NAKED FLAMES:

The building is a No-Smoking and No-Vaping area.

Additional care should be taken when using Naked Flames (these should be limited to birthday cake candles), as the detectors may activate! *Mitigation should be considered beforehand!*

FIRE & EMERGENCY EQUIPMENT:

The building is equipped with the following fire/emergency equipment:-

- Smoke and Carbon Monoxide Detectors (these are radio-linked so when one activates, all activate); *see Bishop Allenby Hall Detectors Drawing.*
- Emergency Call Points at each Fire Exit and audible alarm; *see building plan drawing.*
- Fire Extinguishers and Blanket (to aid exit from the building ONLY).

FIRE EVACUATION:

If a fire is detected (either by a smoke detector or visually), then raise the alarm by shouting "Fire, Fire" and activate a Break Glass Call Point.

Exit the building by the nearest Fire Exit and make your way to the Assembly Point.

RAISE THE ALARM:

1. Call 112 or 999 on your mobile phone.
2. State your name, where you are ringing from and emergency services required (Fire, Ambulance, Police).
3. Location: St Stephen's Church Hall, St Stephen's St., Barbourne, Worcester, WR3 7HS
What3Words: [///frost.makes.fund](https://www.what3words.com/#!/en/#!/frost.makes.fund)
4. Select someone to go to the gate on St Stephen's Street to meet and brief the Emergency Services on arrival.
5. Call a Church Official to advise them of the Emergency.
6. Maintain a person in attendance until a Church Official arrives.

ASSEMBLY POINT:

- Grassed open area opposite the Church's South Porch bordering St Stephen's Street.
- All persons to report here and be accounted for.
- DO NOT leave site unless given permission.
- No one to re-enter the Hall building until advised by the Emergency Services that it is safe to do so.

OTHER EVACUATIONS:

- **CARBON MONOXIDE DETECTOR ALARM:**
 - a) Remove persons from room with the gas boiler, close the inner doors.
 - b) Evacuate ALL persons from the building calmly to the Assembly Point.
 - c) All persons to report to the Assembly Point and be accounted for.
 - d) DO NOT leave site unless given permission.
 - e) Call a Church Official to advise them of the Emergency.
 - f) If possible, turn off gas supply to the building (east side to building).
 - g) Maintain a person in attendance until a Church Official arrives.

- **OTHER EMERGENCIES:**
 - a) Evacuate ALL persons from the building calmly to the Assembly Point.
 - b) All persons to report to the Assembly Point and be accounted for.
 - c) DO NOT leave site unless given permission.
 - d) Call a Church Official to advise them of the Emergency.
 - e) Maintain a person in attendance until a Church Official arrives.



CHURCH OFFICIALS / CONTACT PHONE No.s:		ADDRESS:
Church Wardens:	Ruth Scotson07971 430758 Kevin Maltby07891 386063	St Stephen's Barbourne, Worcester,
Priest in Charge:	Lindsey Coulthard ..07879 366294	WR3 7HS
Parish Administrator:	Michelle Walsh.....07961 097497	(Access from Ombersley Road)

Bishop Allenby Hall Detectors

S# Smoke Detectors

T/H Test and Hush Controller →

H Heat Detectors

CO Carbon Monoxide Detectors



If one Detector activates ALL Detectors will alarm. To locate source of hazard press HUSH on Controller.

